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| **Owner:** |  |  | **Grant No.:** |  |
| **Project Name:** |  |

Certify all applicable items have been received by owner or have occurred:

 1. Approved Plans and Specifications in owner’s possession.

 2. As-Built/Record Drawings (certified/sealed) provided to owner.

 3. O&M Manuals turned over to owner.

 4. Test Reports: pipe/pressure tests recorded, concrete, compaction etc.

 5. Inspector’s Daily Logs turned over to owner.

 6. Approved shop drawings and submittals provided to owner.

 7. Warranty Information provided to owner.

 8. Release of Liens & Consent of Surety to final payment received from contractor.

 9. Spare Parts Inventory and List provided to owner.

 10. Training sessions completed.

 11. Release/Approval from NC-DOT and/or Rail Roads, if applicable.

 12. Contact Regional Office to inform them of facility startup.

 13. CDBG-I compliance documentation/reports (DB, Section 3, AFFH, etc.)

 14. Final reimbursement request submitted to **Stacey Starkey.**

 15. Owners Certification of Completion.

 16. Engineer’s Certification (generic sample on website).

 17. Clear Site/Easement Certification (a) by Owner & (b) by Owner’s Counsel, if changes were made.

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| --- | --- | --- | --- | --- |
| Authorized Representative (Print) |  | Authorized Representative (Signature) |  | Date |